



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TUOLUMNE**
41 West Yaney Avenue, Sonora, CA 95370
Phone: (209) 533-6914 Fax: (209) 533-6607
rob@tuolumne.courts.ca.gov

JOB ANNOUNCEMENT:

Court Reporter

FINAL FILING DATE: Open Until filled

Exam Date: To Be Announced

THE POSITION

Under general supervision, this non-exempt specialized clerical level position records and transcribes verbatim stenographic accounts of official court proceedings and performs other task as required.

COMPENSATION AND BENEFITS

The Court Reporter's compensation ranges from **\$3958.09 to \$4832.01** per month with a five percent (5%) incentive for verifiable Realtime reporting. Generally, all offers of employment are at the beginning of range. The Court also offers a very attractive benefits package that includes the following: Personal Time Off (PTO), which can be used for vacation or sick leave; paid holidays, three floating-holidays; health and welfare cafeteria plan for employee and dependents, including an added bonus plan that assists in paying out-of-pocket medical, dental and vision expenses; 2% at 55 CalPERS retirement; and, an innovative loan program for the purchase of personal computers.

DUTIES:

- Uses stenographic reporting equipment to make verbatim records of assigned court proceedings
- Reads back portions of the court proceedings as directed by judge
- Provides Real-time reporting of proceedings as required
- Edits and corrects electronic notes in computer
- Prepares timely and accurate daily and regular transcripts, binds and delivers to parties as necessary
- Prepares certified copies of transcripts for appeals and other proceedings as directed
- Maintains and updates dictionaries as required for various court proceedings
- Maintains personal reporting equipment and software

DESIRED EDUCATION AND EXPERIENCE:

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of legal terminology is qualifying. A typical way to obtain the required knowledge and abilities would be: an educational level equivalent to a high school diploma, and certification by the State of California as a Certified Shorthand Reporter or a Certified Court Reporter is required.

OTHER REQUIREMENTS

- Must be able to carry 10 lbs. up multiple flights of stairs
- Proficient in the Microsoft Office suite of products (Word and Outlook)
- Offers of employment are contingent upon the completion of a satisfactory medical, background and drug screening

SELECTION PROCEDURE

- a. Interested applicants must submit a completed Superior Court of California, County of Tuolumne, **employment application**. A resume may be attached as well, **but not in lieu** of the Court's employment application. Applications shall be submitted to the attention of Human Resources, 41 West Yaney Avenue, Sonora, CA 95370.
- b. Applicants must also provide a transcribed court hearing completed by the applicant within the last year.
- c. The Court's Human Resources Analyst will screen applications for desired qualifications.
- d. Those candidates rated as best qualified will be invited to test and interview, after which an eligibility list will be established.
- e. **Applications must be received by 5:00 p.m.** on the closing date, **NO POSTMARKS**. If you have any questions concerning the above or wish to request the application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.